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Long Range Planning—Notes for Contributors

Long Range Planning is the leading international journal in the field of long range planning, which aims to focus the attention of senior managers, administrators, and academics on the concepts and techniques involved in the development and implementation of strategy and plans.

Objectives

The objectives of the Journal are:

1. To keep senior executives informed about new developments in long range planning as they occur.
2. To promote the exchange of information on long range planning between senior managers in industry, administrators in government, and academics and research workers in universities and research groups, on an international basis.
3. To develop the Journal as a forum for new thinking about the problems and techniques of forward planning in business and government, and increasingly, to generate new material on this subject.

Definition

For the purpose of the Journal, long range planning may be defined as dealing with the future implications of present decisions in terms of:

1. Setting goals and developing strategies to achieve them.
2. Translating strategy into detailed operational programmes, and ensuring that plans are carried out.

It concerns the planning of the total resources organization for the achievement of quantified objectives within a specified time.

Articles

Articles are welcomed, and should be sent direct to the Editor: **Bernard Taylor, The Administrative Staff College, Greenlands, Henley-on-Thames, Oxon.**

Priority will be given to articles which present new thinking, the results of original research, and recent developments in the practice of long range planning.

Approach

Articles should be written from the point of view of the general manager or administrator, and contributors are asked to minimize the use of mathematical symbols or specialized terminology where this is possible, without detracting from the depth of treatment required. The text should be visually interesting, i.e. well illustrated, with diagrams, photographs, tables and specific examples.

Copy Dates

Articles should be 4000–5000 words long. They should be typewritten, double spaced, and sent directly to the Editor, to arrive at the latest by the following copy dates:

Issue	Copy Date
February	1st September
April	1st November
June	1st January
August	1st March
October	1st May
December	1st July

Preparation of Articles

The following points may be useful when submitting material for publication.

Outline—it is helpful to prepare and agree an outline of the article before starting work in detail.

Title—please suggest a title of not more than eight words.

Autobiographical note—supply a short autobiographical note, including full name, appointment, and the name of the organization.

Typing—send the article, typed, in double spacing with wide margins and in two copies, if possible.

Synopsis—a summary of 100 words should be included with the article.

Biographical Note—a 100-word note giving relevant information about the author(s) should be included.

Headings—should be typed in capitals and underlined, and should occur roughly every 750 words. Sub-headings should be typed in upper and lower case, and be underlined. No headings should be numbered.

References—should be numbered consecutively. Titles of publications should be in upper and lower case and underlined. Please use as few references as possible, and list them at the end of the article.

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